

Job title: Group Leader

Reports to: Youth Programs Manager

Salary: \$38,000- 40,000/year

FLSA Status: Exempt, no overtime eligibility

Position type: Fulltime, permanent, in-person, (35-40 hours per week) *****Schedule***** From September through June the schedule will be Tuesday through Saturday from 10:30am to 6:30pm.

From July through August the schedule will be Monday through Friday from 9:30am to 4:30pm.

Positions available: 2

<p>How to apply: Review www.fabyouthphilly.com website to fully learn about and understand the variety of work we do at Fab Youth Philly (FYP).</p> <p>Send your cover letter and resume to: info@fabyouthphilly.com with the subject Group Leader</p> <p>Unfortunately, we will not be able to review applications that do not follow the above steps.</p>	<ul style="list-style-type: none">• Ten days of Paid Time Off (PTO) per year;• Ten paid Sick Days;• Nine paid Holidays; One floating holiday• 1 week of paid time off end of August post, Play Captain Summer Program;• Employee Assistance Program
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About us: Fab Youth Philly's (FYP) has a unique, holistic model for youth development. First, we provide innovative, award-winning summer and afterschool programs for teens with a focus on workforce development programming. Second, we connect with youth development professionals working with or on behalf of youth through our Center for Youth Development Professionals (CYDP), which offers competency-based professional development and networking opportunities. Third, we consult with other youth-serving organizations to provide a range of consulting services, ranging from curriculum development to retreats and small conferences. Our three-pronged approach to youth development is aimed at creating relevant, engaging, and empowering learning opportunities at the individual, professional, and community level.

We are an organization that is working to apply a trauma informed lens to the work we do, and we are working to dismantle, and to avoid perpetrating white-supremacist culture. We are welcoming to people who are formerly incarcerated.

Position Summary:

Fab Youth Philly is seeking to hire up to two, fulltime, exceptional Youth Development Professionals who will work as Group Leaders to support, oversee and grow our youth programming. The Group Leader will be responsible for supervision and facilitation of our Play Captains and Safety Captains Out-of-School Time (OST) youth programs, as well as other afterschool, summer and weekend programming such as Skills for a Fab Life, Youth Advisory Board and more.

The core responsibilities of this position include but are not limited to: curriculum development and facilitation of workshops and training for teens ages 11-19, with a primary focus on youth ages 15-19; youth recruitment and engagement; partnership development; and contributions to reports and data collection.

Fab Youth Philly is an organization that is undergoing an exciting growth phase. Applicants who will excel at Fab Youth Philly will be those who enjoy working in a fast-paced environment, are comfortable with progress over perfection, find excitement in trying new things and making improvements in real time, testing new ideas; and who view wearing many hats as an opportunity to learn and contribute to their own, as well as the organization's growth.

Essential Duties include but are not limited to:

Planning & Facilitation (25%)

- Plan and develop curriculum and workshops on a wide range of topics
- Create weekly themes and lesson plans for OST programs and workshops
- Lead and facilitate workshops, meetings and professional development for teens
- Implement lesson plans as part of daily/weekly workshops for teens
- Coordinate with Youth Programs Team to plan trips and guest speakers
- Attend all staff meetings and training, both in-person and virtually

Relationship Building & Supervision (25%)

- Create emotionally and physically safe environments that foster curiosity, reasonable risk taking and learning opportunities for young people
- Be trained in and provide real-time coaching to/for teens
- Conduct performance appraisals for teen staff
- Observe and coach teens onsite in various locations
- Serve as a role model
- Uphold Fab Youth Philly values and policies on field trips, with guest speakers, etc.

Outreach (25%)

- Foster relationships with community members and various stakeholders and partners
- Make in-person visits and phone calls to check-in with various partners throughout the year
- Identify "safe havens" in each neighborhood with Youth Programs Team as part of our Play Captain Initiative
- Serve as a representative of FYP and attend community meetings and events
- Recruit youth participants for OST programming and assist with tracking recruitment and onboarding process

Administrative (15%)

- Call teens and caregivers to assist with various application and onboarding processes
- Meet with teens and caregivers to obtain missing documents (such as birth certificates, city IDs, etc.)
- Contribute to program reports throughout the year
- Assist Youth Programs team and Administrative Assistant in organizing and storing program documentation
- Contribute to social media content

Work Schedule:

The Group Leader schedule will change seasonally due to program shifts

September through June: Tuesday through Saturday from 10:30am to 6:30pm.

July through August: Monday through Friday from 9:30am to 4:30pm

Requirements:

- **All three of these clearances are required:** Criminal background, Child Abuse, FBI Fingerprints (*acceptable if completed between January 1, 2018, and January 1, 2023. If results are outside of this date range, new clearances must be obtained*)
- At least two years' experience working with teens in afterschool/OST settings
- Associates degree (or equivalent) in liberal arts, early childhood education, leadership, or related field

- Experience developing lesson plans and workshop activities for teens that have clear goals and measurable objectives
- Willing to be trained in, and use 'real-time coaching' and positive youth development strategies
- Able to remain calm and patient to navigate conflict and bring forth resolutions
- Computer skills, comfortable with and proficient using Microsoft Suite of products: Word, PowerPoint, Excel, Teams, OneDrive & SharePoint; Google Docs, Dropbox and other productivity apps
- Willing and able to work outdoors in all kinds of weather (hot, rainy, humid, limited shade)
- Willing and eager to learn about a new/unfamiliar neighborhood
- Access to reliable phone/internet service to respond to emails within 24 hours and to send/receive text messages
- Willing and able to get around Philadelphia independently; has reliable mode of transportation; having access to a reliable car is desirable
- Able to lift up to 65lbs on a daily basis and able to bend, squat, run, twist as part of playing or co-facilitating various games outside

Skills

- **Lesson planning:** *for teens on a variety of topics;*
- **Facilitation:** *able to lead activities and workshops that are age and developmentally appropriate, engaging and use a number of best-practice facilitation techniques*
- **Time Management:** *able to prioritize and work on multiple projects at once in service of our commitment to our various stakeholders*
- **Effective communication:** *with supervisor, peers, teens, families and community members*
- **Customer service skills:** *able to meet the needs of a number of stakeholders*
- **Reliable:** *understands that showing up for our stakeholders is a reflection of our commitment to them and the work we do, and that consistency is key to relationship building.*
- **Bilingual in Spanish & English:** preferred but not required.

Qualities:

- Thrives in fast-paced environment
- Recognizes opportunities and challenges of working in a small organization during a growth phase: We value employees who take pride in what we do and play a role in helping transform our organization and neighborhood better each day.
- Self-reflective, open to learning
- Effective communicator
- Curious, life-long-learner
- Solution Seeker

Fab Youth Philly is an organization that is working to apply a trauma informed lens to all of the work we do and working to dismantle and avoid perpetrating white-supremacist culture. Fab Youth Philly provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fab Youth Philly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Fab Youth Philly expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability Fab Youth Philly's employees to perform their job duties may result in discipline up to and including discharge.